

Program: Victim of Crime Act (VOCA)	BA #	3145	Category #	20
	Fed Award # N/A		CFDA # 16.575	
State Grant #: VOCA3145/20-SFY07-09-081		Contact Person: Christine Lovass-Nagy		
State of Nevada Department of Health and Human Services Division of Child and Family Services				

NOTICE OF SUB GRANT AWARD

Type of Action: NEW		Project Address: 400 East Stewart Street 9 th Floor Las Vegas Nevada 89101	
Project Name: Victim Witness Advocates- Hispanic Outreach Contact Person: Patty Braganza		Phone: 702-229-6201 Fax: 702-868-2929 E-mail: pbraganza@lasvegasnevada.gov	
Sub-Grantee Legal/Corporate Name: Las Vegas City Attorney's Office		Grantee Mailing Address: PO Box 3930 Las Vegas Nevada 89127	
PROJECT PERIOD FROM	October 1, 2006	through	June 30, 2009
YEAR ONE	October 1, 2006	through	June 30, 2007
YEAR TWO:	July 1, 2007	through	June 30, 2008
YEAR THREE:	July 1, 2008	through	June 30, 2009
APPROVED ANNUAL COST CATEGORIES: (COMBINED TOTAL FOR ALL CATEGORIES)			
	1. Personnel	\$	48,000 -
	2. Operating	\$	- -
	3. Equipment	\$	- -
	4. Direct Services	\$	- -
	5. Other (Admin)	\$	- -
	6. Total Cost	\$	48,000 -
SOURCE OF FUNDS:	Year 1	Year 2	Year 3 Total
State Share:	\$ 48,000	\$ 48,000	\$ 48,000 \$ 144,000
Match:	\$ 12,000	\$ 12,000	\$ 12,000 \$ 36,000
TOTAL	\$ 60,000	\$ 60,000	\$ 60,000 \$ 180,000
In accepting these grant funds, it is understood that: <ol style="list-style-type: none"> Expenditures must comply with appropriate State and/or Federal regulations. This award is subject to the availability of appropriate funds. Grantee agrees to provide the Division with an independent financial and compliance audit in accordance with appropriate State and Federal requirements. Recipients of these funds agree to stipulations on page 2. 			
Grantee: Las Vegas City Attorney's Office	Authorized Signature:		Date:
Social Services Program Specialist	Signature: N/A		
DCFS FPO Grants Management Unit	Signature: (TITLE)		Date
DCFS Administration	Signature:		Date

VOCA NOGA

Approved 10/04/05

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ADDITIONAL REQUIREMENTS AGREED TO BY GRANTEE IN RECEIVING FUNDS
PURSUANT TO THIS AWARD OR IN APPLICATION FOR SAME:

1. Sub-Grantee agrees to abide by all appropriate provisions and procedures of the Division of Child & Family Services (DCFS).
2. Sub-Grantee agrees to comply with arrangements for review of accounting procedures as initiated by the Division of Child and Family Services
3. Sub-Grantee agrees to comply with the attached Basic Accounting Requirements for grant funds per Attachment A.
4. Sub-Grantee agrees to comply with the Scope of Services (Attachment B)
5. Sub-Grantee agrees to comply with general financial requirements and submit monthly financial status and request for funds reports. Payment for services rendered under this grant will only be made after receipt of a correct, signed financial status report with original signature.
6. Sub-Grantee agrees to submit HDFS program performance reports and narratives as specified by grant.
7. Certifies that the proposal upon which these funds are based was authorized by the governing body of the applicant.
8. Sub-Grantee has provided to Division of Child and Family Services, the , certification (#1) regarding debarment, suspension, ineligibility and voluntary exclusion-lower tier covered transactions, certification (#2) regarding Drug Free Work Place, certification (#3) regarding Lobbying, certification (#4) regarding environmental tobacco smoke and certification (#5) regarding equal treatment for faith-based organizations.
9. Sub-Grantee acknowledges that this grant award may be terminated by either party with 30 days notice.
10. Sub-Grantee has supplied to DCFS certifications indicating that the Sub-Grantee is covered by Worker's Compensation Insurance, commercial General Liability Insurance, business Auto Insurance (agency owned vehicles) and Professional Liability Insurance (as applicable).
11. Sub-Grantee agrees to comply with public law 103227, Part C, Environmental Tobacco Smoke (Pro Children Act of 1994). Requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by federal programs either directly or through state or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity. By signing and submitting this application the applicant/grantee certifies (#4) that it will comply with the requirements of the Act.
12. The grantee will cooperate with the Division of Child and Family Services and any contractor hired by the Division, in establishing a professional program evaluation system to include outcome measures and measuring of consumer impact

All identified attachments to this Notice of Grant Award are considered part of the conditions under which this grant is offered and will be adhered to by the grantee.

BASIC ACCOUNTING REQUIREMENTS (ATTACHMENT A)

Accounting for grant funds will be in accordance with generally accepted accounting principles, insofar as practicable, consistently applied, regardless of the source of funds. The Division of Child and Family Services reserves the right, however, to prescribe the method of accountability in any particular case.

SUPPORTING RECORDS OF GRANT EXPENDITURES MUST BE IN SUFFICIENT DETAIL TO SHOW THE EXACT NATURE OF EXPENDITURES. WHERE COSTS APPLY TO TWO OR MORE PROJECTS, SUCH COSTS WILL BE PRORATED TO EACH GRANT.

1. Establish a system of FUND ACCOUNTING approved by the Division of Child and Family Services or establish a separate bank account for each grant award.
2. Establish a filing system by State grant identification number. For example:
 - A. One folder for each grant's transactions should suffice where transactions are few.
 - B. Where transactions are many, originate a folder for each cost category described in the grant.
3. Spend only within categories allocated in the grant award.
4. Expenditures accumulated prior to the beginning date of the grant cannot be paid from grant money.
5. Obligations incurred during the grant period may be paid from grant funds after the ending date. All such obligations must be liquidated within 45 days after the end of the project period. Any obligations made after the ending date of the grant cannot be paid from grant money.
6. Any changes to the amounts, periods, and other terms and conditions listed in the notice of grant award must be requested and approved in writing.
7. Budget Category changes: All changes greater than 10% in any category must be approved in writing in advance by the granting agency.
8. Board of Directors for the project should establish a written travel policy prior to the start of the grant. Approval of this policy should be available for audit review. Travel reimbursement is limited to State rates.

CERTIFICATION # 1

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal" and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549: 45 CFR Part 76. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations or the definitions.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, the prospective lower tier participant shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions" will be included, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon the certification of a prospective participant in a lower tier covered transaction that the prospective participant is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless the participant in a covered transaction knows that the certification is erroneous. A participant may decide the method and frequency of determining the eligibility of the principals. Each participant may, but is not required to, check the Nonprocurement List (of excluded parties).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is debarred, suspended, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including debarment and/or suspension.